How do I prevent holds being placed on items, I do not want holds on?

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Applies to

- WorldShare Circulation
- Service Configuration

Answer

It will depend on which patrons or what item/items you want to block holds for - but you will need to set up some policies in Service Configuration > WorldShare Circulation > Holds and Schedules. If you do not have a zero hold limit policy, a zero hold requests policy or a zero fulfillment policies, these will need to be created first.

- You will now need to set up the following:

1. Hold Limit Policy - 0 limit policy (no items can be held).
2. Hold Limit Policy - 0 limit (no holds).
3. Hold Limits Matrix - (who this limit policy applies to).
4. Holds Request Policy - 0 Policy (allow no requests).
5. Holds Request Map (who this request policy applies to).
6. Hold Fulfillment Policy - 0 fulfillment (never fulfilled).
7. Hold Fulfillment Policy Map - (who this rule applies to, what material type, branch, shelving location).

Note: Remember when its a setting/rule in a map - the rule needs to be set above the ALL, ALL, ALL Default Policy line.

If you wish to also prevent the Place Hold button displaying in Discovery for these items see :
How do I keep the place hold button from displaying for items in specific shelving locations

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